



Job Announcement

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Opening Date:	February 12, 2014	Closing Date:	February 27, 2014
Job Title:	District Court Clerk I/II - Cashier/Civil	Position Type:	Regular Full Time
PIN:	001107	FLSA Status:	Non-Exempt
Location:	District 3, Cecil County Elkton, Maryland	Grade/Entry Salary:	Level I - J05 \$28,404 - \$33,616 Level II - J06 \$30,157 - \$35,732 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and/or cashing functions: processing, validating and reconciling all monies received, on a daily basis. Performs transactions using a cash register. Receives payments from general public or attorneys for fees and fines due to court. Closes out register and verifies work, which includes: Counting all monies received, reconciling receipts, and preparing bank deposits. Processes landlord/tenant cases. Greets and assists the public, police, attorneys and court personnel. Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures. This position is considered essential personnel. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Experience handling large sums of money and customer service.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Knowledge of basic arithmetic and make accurate calculations. Ability to operate a personal computer and cash register. Ability to balance currency received with minimum shortages and overages. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to interpret and follow complex directions. Ability to maintain and use detailed alpha and numeric filing systems. Ability to pay attention to detail. Ability to exercise tact and understanding in stressful situations. Ability to work with significant time constraints and restrictive working conditions. Ability to organize work as received and produced. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to provide consistent, courteous service. Ability to sit and/or stand for extended periods of time. Ability to lift and/or bend to retrieve equipment and supplies. Ability to lift and carry up to 25 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.